



PRISON INDUSTRY AUTHORITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN EXAMINATION

For

INDUSTRIAL WAREHOUSE & DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES

THIS EXAMINATION IS BEING CONDUCTED UNDER A DEMONSTRATION PROJECT TO ESTABLISH AN ALTERNATIVE EXAMINATION AND SELECTION PROCESS FOR FILLING SPECIFIED POSITIONS. IN ADDITION TO CANDIDATES COMPETING ON AN OPEN BASIS, INTERESTED INCUMBENTS AT THE INDUSTRIAL WAREHOUSE AND DISTRIBUTION SUPERVISOR, PRISON INDUSTRIES LEVEL AND THOSE ELIGIBLE FOR LATERAL TRANSFERS WHO MEET THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO APPLY.

DIVISION: OPERATIONS

LOCATION: DEUEL VOCATIONAL INSTITUTION, TRACY

POSITION TITLE: INDUSTRIAL WAREHOUSE & DISTRIBUTION
SUPERVISOR, PRISON INDUSTRIES

SALARY RANGE: \$3703-\$4462

FINAL FILING DATE: JUNE 5, 2007

DUTIES/RESPONSIBILITIES

Under the direction of the Prison Industries Administrator, the incumbent is responsible for the supervision of two (2) Industrial Warehouse and Distribution Specialists and inmate workers engaged in the general functions of the Prison Industries Warehouse. The incumbent may be called upon to assume general custody responsibilities in time of an emergency.

MAJOR DUTIES OF THE POSITION INCLUDE

Supervises Industrial Warehouse and Distribution Specialists and inmates; coordinates and is directly responsible for their activities in the ordering, storing, and distribution of manufacturing materials and supplies. Educates subordinate staff workers and inmate workers in warehouse procedures, inventory control, etc.; supervises and evaluates staff performances in the implementation of the Inmate Employability Program ensuring program requirements are accomplished on a timely basis; performs computer functions within the ERPlx, including but not limited to, inventory and cycle counting, and implements tool control plan as outlined per DOM and PIA specifications; receives, inspects, identifies with color coding and engraves tools; updates all documents to ensure proper security issues are met, and performs daily inventories as required.;

MINIMUM QUALIFICATIONS

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles.

Either I

One year of experience performing the duties of an Industrial Warehouse and Distribution Specialist, Prison Industries, or a Materials and Stores Supervisor II (Correctional Facility) within the PIA.

Or II

Two years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility) within the PIA.

Or III

Three years of experience performing the duties of a Materials and Stores Supervisor I (Correctional Facility).

Or IV

Four years of technical experience in a storeroom or warehouse related to reordering, storing, distributing, or controlling the inventory of a wide variety of materials for a large organization. [Experience in the California state service applied toward this requirement must include at least three years in a class at a level of responsibility at least equivalent to a Materials and Stores Supervisor I (Correctional Facility).]

SPECIAL PERSONAL CHARACTERISTICS

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of graduation from college; assertiveness; experience in a correctional institution; supervisory experience; and possession of a valid Class A or B commercial driver license.

KNOWLEDGE AND ABILITIES**Knowledge of:**

1. Warehousing and distribution methods and practices, including cycle counting.
2. Freight rates and classifications.
3. Regulations involved with incoming and outgoing shipments.
4. Various specifications and standards applicable to receipt of raw materials.
5. Operation of motorized material-handling equipment, other machinery, materials, processes, tools, and equipment used in warehousing and distribution.
6. Safety practices and orders, including requirements or hazardous/toxic materials.
7. Quality standards and control.
8. Principles of personnel management and supervision.
9. The Department's Equal Employment Opportunity Program objectives.
10. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.

Ability to:

1. Comprehend and use PIA's MAPS system.
2. Set up, repair, maintain, adjust, and operate required equipment related to warehousing and distribution.
3. Instruct and supervise inmates in warehousing/distribution techniques and safety practices.
4. Maintain firm, impartial, and consistent discipline.
5. Understand rules, regulations, laws, and procedures.
6. Determine whether incoming shipments meet the standards set by various State and Federal agencies and applicable laws and rules.
7. Analyze situations accurately and take effective action.
8. Keep records and prepare reports.

Ability to (cont.):

9. Read and write English at a level required for a successful job performance.
10. Meet the physical requirements needed to perform the job, which may include standing, sitting, crouching, stooping, lifting, pushing, bending, and be able to lift up to fifty pounds.
11. Make labor and raw material estimates.
12. Instruct and supervise staff, inmates, or residents in warehousing/distribution techniques and safety practices.
13. Effectively contribute to the Department's Equal Employment Opportunity Program objectives.

DESIRABLE QUALIFICATIONS

1. Possession of a valid Class A or Class B Commercial Driver's License.
2. At least two (2) years of supervisory experience.

EXAMINATION INFORMATION

This examination will consist of a screening of the applications and interview. The minimum qualifications listed on this bulletin may be used to screen applicants. Therefore, it is important that each applicant provides specific information on how his/her experience, knowledge, and abilities are applicable to the minimum qualifications. The interview will include a number of predetermined questions related to the knowledge, abilities, and desirable qualifications listed on the bulletin. Interviews may not be conducted if the hiring manager finds them unnecessary to make a selection.

All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and official employment titles. Applications/resumes received without this information will be rejected.

ELIGIBLE LIST INFORMATION

An eligible list will not be established as a result of this examination. This examination is only for the specific position identified within this bulletin. Applications received will not be maintained for future positions.

FILING INSTRUCTIONS

Standard State applications (Form 678) must be filed by mail or in person to the address listed below. On your application, please indicate the **exam title** and **location** of the position you are interested in.

Submit applications to:

**PRISON INDUSTRY AUTHORITY
DEUEL VOCATIONAL INSTITUTION
P.O. BOX 400
TRACY, CA 95378
ATTN: YOLANDA MARTINEZ
(209) 835-4141 ext. 5821**

All applications must be received or postmarked by the **Final Filing Date**. Applications postmarked after the final filing date will not be accepted for any reason.

Questions regarding this examination process should be directed to: Judy Troja or Sophia Lomax, Examination Services Unit, at (916) 358-2696.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING IMPAIRED:
FROM TDD PHONES: 1-800-735-2929, FROM VOICE PHONES: 1-800-735-2922